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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: DEPUTY CITY CLERK I & II

DEFINITION

Under general supervision, to perform increasingly difficult and complex clerical work in the conduct of the activities of the City Clerk's office, including on a relief basis, or in the absence of the City Clerk and/or Assistant City Clerk, attend City Council meetings and take minutes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Work involves responsibility for the performance of complex and difficult clerical work exercising a high degree of independent judgment requiring a thorough knowledge of department and City procedures and policies, and the ability to choose among a number of alternatives in performing a variety of assignments, and in scheduling and completing work, much of which must be accomplished according to a strict weekly deadline schedule. Employees work under close supervision while learning the more difficult phases of work, but thereafter, instructions are received only on changes in procedures and on unusually difficult matters. Work of this class may involve the operation of typewriters, computers, word processors and other office equipment. Employees of this class often have contact with the City Council members, employees from other departments and agencies and the public, answering a variety of procedural questions or giving out information from established records.

Deputy City Clerk I: This is the entrance level for the Deputy City Clerk series. Employees in this class normally work under close and continuous supervision while learning a variety of duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern which has been established and explained before work is started. Extensive training will be given regarding preparing City Council agendas and minutes. Generally, work is observed and reviewed both during its performance and upon completion, and changes in procedure or exceptions to the rules are explained as they arise. Deputy City Clerks I are considered to be in training and, as skills, assigned responsibilities and breadth of knowledge increase with experience, may expect their position to be reassigned to the class of Deputy City Clerk II. Under this training concept, positions assigned to the class of Deputy City Clerk II which become vacant may be filled at the Deputy City Clerk I level.

Deputy City Clerk II: Positions in this class are normally filled by advancement from the lower classification of Deputy City Clerk I. Appointment to the higher class requires that the employee be performing the full range of duties and meet the qualification standards for the class. A Deputy City Clerk II works under general supervision and within a framework of established procedures, is expected to perform a wide variety of increasingly complex clerical duties with only occasional instructions or assistance. Adequate performance at this level requires the knowledge of departmental and City procedures and policies; and the ability to choose among a number of alternatives in solving problems and in making decisions in accordance with established rules, policies and procedures, as well as municipal, state and federal laws and requirements relating to their work. Positions in this class may also assist in the training of personnel. Work is normally reviewed only on completion and for overall results.

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform complex duties involved in the publication, filing, indexing and safeguarding of all proceedings of the City Council.

- Answer the telephone and wait on the general public; interpret City and departmental policies, rules and regulations in response to inquiries and refer inquiries as appropriate; respond to complaints and requests for information.
- Type City Council Minutes and Agendas from rough draft, dictation or notes, determining proper grammar, punctuation and spelling; edit and revise minutes and agendas as required; assist in proofreading of same.
- Coordinate departmental activities with other City departments and outside agencies.
- May act as a minutes secretary in taking minutes of City Council meetings.
- Prepare letters advising various individuals of City Council actions.
- Compose a variety of documents such as public hearing notices, resolutions and reports; proofread typed material, correcting or making changes as required.
- Provide notary public services for the City.
- Process 1911 Act assessment district proceedings and other special proceedings of the City Council.
- Prepare certified minutes on request.
- Maintain office payroll and attendance records on a relief basis; order office supplies and assist in the preparation of requests for payment.
- Assist in the development and maintenance of the office procedure manuals.
- Assist in the conduct of municipal elections.
- Operate word processing equipment and/or computers to carry out assigned tasks.
- Deputy City Clerk II may assist in the training of Deputy City Clerk I.

QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

- Business English, grammar, punctuation, spelling and arithmetic.
- Modern office practices, procedures and equipment.
- Operation and use of office equipment.

Ability to:

- Learn to interpret and summarize written material.
- Learn municipal laws and procedures, state and federal requirements, election laws, and political reform requirements.
- Learn records retention and microfilming procedures.
- Meet the public and understand their questions and effectively respond.

- Understand and carry out oral and written directions.
- Spell correctly and use correct English.
- Type 50 words per minute.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, preferably supplemented by specialized clerical courses, including typing and shorthand.

Experience: Three years' general clerical experience.

Deputy City Clerk II

In addition to the qualifications for Deputy City Clerk I:

QUALIFICATIONS

Knowledge of:

- Organization, procedures, and operating details of the department to which assigned, as well as City Council adopted policies and procedures and regulations with regard to preparation of Council minutes and agenda.

Ability to:

- Take dictation at a rate of 80 words per minute.
- Work independently in the absence of or with little supervision.
- Do complex clerical work involving considerable initiative and judgment.
- Work under pressure and tight deadlines.
- Provide information and organize material in conformance with policies and regulations.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be a minimum of one years' experience performing duties comparable to a Deputy City Clerk I for the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM:

TO:

